

OFFICE OF AUDITS & ADVISORY SERVICES



LAND USE AND ENVIRONMENT GROUP EXECUTIVE OFFICE OFFICERS' TRANSITION AUDIT

FINAL AUDIT REPORT

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December 16, 2010

TO: Sara E. Aghassi, Deputy Chief Administrative Officer
Land Use and Environment Group

FROM: James L. Pelletier
Chief of Audits

**FINAL REPORT: LAND USE AND ENVIRONMENT GROUP EXECUTIVE OFFICE
OFFICERS' TRANSITION AUDIT**

Enclosed is our report on the Land Use and Environment Group Executive Office Officers' Transition Audit. As there are no findings and recommendations in the report, no audit response is required.

Thank you for the courteousness and cooperation extended to the Office of Audits & Advisory Services during the course of the audit.

If you have any questions, please contact me at (858) 495-5661.

JAMES L. PELLETIER
Chief of Audits

AUD:GXB:aps

Enclosure

c: Donald F. Steuer, Chief Financial Officer
Tracy M. Sandoval, Assistant Chief Financial Officer/Auditor and Controller
Kathleen A. Flannery, Group Finance Director, Land Use and Environment Group

INTRODUCTION

Audit Objective

The Office of Audits & Advisory Services (OAAS) has completed an officers' transition audit for the Land Use and Environment Group (LUEG) Executive Office. The objective of the audit was to determine if there is reasonable assurance that the outgoing officer, Chandra L. Wallar, and incoming officer, Sarah E. Aghassi, took appropriate actions and filed complete and accurate reports as of October 29, 2010 in compliance with California Codes, County regulatory requirements, and County policies and procedures. These requirements were explained in the instruction letter provided to each officer.

Background

The County Charter requires that the OAAS conduct such an audit when County officers leave or assume office to determine if certain affidavits, authorizations, disclosures, and reports are properly completed and processed. These actions provide for an orderly transition of officers, establish proper accountability for public assets and promote the County's General Management System (GMS), including its key disciplines of accountability/transparency, fiscal stability, and continuous improvement.

Audit Scope & Limitations

The reports are the responsibility of the officer who signs them. The OAAS' responsibility is to provide an opinion on the reports based upon the audit.

This audit was conducted in accordance with auditing standards prescribed by the Institute of Internal Auditors, Inc., as required by California Government Code, Section 1236.

Methodology

OAAS reviewed all the reports filed by the outgoing and incoming officers and obtained supporting documentation to test completeness and accuracy of the reports.

AUDIT RESULTS

Summary

In our opinion, there is reasonable assurance that the outgoing and incoming officers filed complete and accurate reports in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer's transition.

COMMENDATION

The Office of Audits & Advisory Services commends and sincerely appreciates the courteousness and cooperation extended by the officers and staff of the Land Use and Environment Group Executive Office, as well as the Administrative Services Division of the Auditor and Controller, throughout this audit.

Office of Audits & Advisory Services

C ompliance R eliability E ffectiveness A ccountability T ransparency E fficiency

VALUE